

MINUTES
Board of Library Trustees
July 31st, 2007

6 p.m. Call to order

Larry Arend, Karen Lynch, Deborah Chaze; Guests: Marianne Klemarczyk, Jennifer MacPherson

Treasurer's Report

- \ \$17,730.25 Checking account balance

Library Director's Report

- \ Emergency response plan – Deborah retold an incident about a sick woman who arrived at the library while Chief Reid was there. Woman required an EMT. Deborah wondered if the staff should be trained to respond in emergency situations. Consensus is that if any staff member wishes to take emergency response training individually they are welcome but the library has no obligation to have its staff trained. When in doubt, call 911.
- \ The library has accepted the gift of an antique desk from a distant member of the Paul family with the stipulation that it must remain in the library forever. Deborah will send a signed thank you letter from the board.
- \ Summer reading is going great. 75 attendees at the opening magic show.
- \ New library hours – open Monday 9 a.m. to 1 p.m., closing Wednesday night – are working well. Summer hours need to be reviewed and possibly revised when school starts up.
- \ Board gave permission for Deborah to have a substitute librarian on call for absentees and vacations.
- \ There was water in the basement after last week's heavy rain.

Old Business

- \ Board discussed moving books and shelves around to make better use of available space in the library and conference room. Deborah will try to reshelv books and look into purchasing a magazine rack.
- \ Jennifer will forward to Larry information about installing a Humidex system in the basement to provide year-round, total-building dehumidification.
- \ Larry is going to Barlow clock Wed. August 1 to see the condition of the clock.
- \ Board reviewed Sandbox excavating proposal for the grading and driveway work. Seems reasonable but Larry will also get a quote from Brian Knipstein.
- \ Board reviewed a quote from Sam Taylor for the new handicapped ramp. The quote seemed extremely high. Larry will get a quote from Ray Buxton.

New Business

- \ Once estimates have been approved and accepted for the driveway/parking spaces/handicapped ramp the board will send letters to the abutters, road agent and selectmen to inform them of the upcoming work and set a date to meet with them.
- \ Larry will contact David Martin about mowing the newly cleared area in the back, which has become overgrown since May.
- \ Discussed adding Jennifer as an alternate trustee and the possibility of changing the day of the meeting to accommodate Rob, who travels Tuesday through Thursday for work.
- \ Marianne asked the board to join the Friends of the Library following the Home Tour on Sept. 23rd for a gathering at Town Hall.

Meeting adjourned at 8 p.m. Next meetings are Tuesday, September 4th and 25th at 6 p.m.
unless otherwise notified.

